



UFL '04

AWARDS SUBMISSION
PROCESS

AWARDS SUBMISSION

■ IMPORTANT NOTES ON AWARDS

- DEADLINES
 - 0700, 2 SEP 04 FOR PYONGTAEK PRESENTATION
 - COB, 15 SEP 04 FOR GARRISON PRESENTATION
 - ALL NMCAM'S **WILL** BE SUBMITTED VIA THE ELECTRONIC AWARDS SYSTEM (EAS)
 - CERTCOM'S AND MERIT MASTS WILL BE TYPED IN MICROSOFT WORD
 - SNCO'S OR OFFICERS MAY ORIGINATE; HOWEVER ONLY OFFICERS MAY SUBMIT VIA THE EAS.
-

AWARDS SUBMISSIONS

- ALL AWARDS **WILL** BE:
 - SUBMITTED VIA NIPR (NO EXCEPTIONS)
 - NIPR WITHIN COC AREA
 - **NOT** THE MCCS INTERNET CAFE
 - SUBMITTED TO THE G1 AWARDS BOX:
 - G1AWARDS@3MARDIVDM.USMC.MIL
(PYONGTAEK)
 - AWARDS3@3DIV.USMC.MIL (GARRISON)
 - **ON TIME!!!!!!!!!!!!!!**
-


AWARDS SUBMISSION

- CRITERIA
 - SPECIFIC ACHIEVEMENT (IMPACT)
 - REMEMBER, NOT EVERYONE RATES AN AWARD.
 - **THERE IS NO QUOTA SYSTEM!**
 - CONSIDERATIONS
 - BASED ON QUANTIFIABLE RESULTS
 - RECOGNITIONS OTHER THAN NMCCAM'S
 - MERIT MASTS, CERTCOMS, LOA'S
-


AWARDS SUBMISSION

- FIRST, ENSURE YOU ARE ON A NIPR COMPUTER
 - NEXT, LOG ON TO THE 3D MARINE DIVISION WEB SITE:
WWW.3DIV.USMC.MIL
-

AWARDS SUBMISSION



U.S. MARINES IN JAPAN



3D Marine Division

Okinawa, Japan

COMMAND STAFF

COMMANDING GENERAL	SERGEANT MAJOR	CHIEF OF STAFF
COMMAND MASTER CHIEF	G1	G2
G3	G4	G6
DIVISION INSPECTOR	DIVISION SURGEON	CHAPLAIN
COMPTROLLER	EOA	SJA

SUBORDINATE UNITS

HQB	4TH MARINES	12TH MARINES
3D BN 12TH MARINES	3RD RECON BN	CMET ASLT BN
3RD MARINES		

POPULAR LINKS

WELCOME TO OKINAWA	MCB BUTLER	IIIMEF
1ST MAW	3RD FSSG	USMC HOMEPAGE
MY PAY	VTC REQUEST FORM	MARINES ONLINE
HELPSDESK	DIVISION ORDERS	OWA

Any Questions, Concerns or Comments? Email the [Webmaster](#) | [Security Officer](#) | Last Update 2004 JULY08

CLICK ON "G1" TO GO TO THE G1 HOME PAGE

3DMARDIV

The Official Site of 3D...

Microsoft PowerPoint ...

12:24 PM

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3D MARINE DIVISION



G-1

HOME PAGE



[DIVISION G-1 STAFFSEC/DEPUTY/OPERATIONS/SJA/NAVY](#)

[G-1 ADJUTANT WEBSITE](#)

[G-1 PERSONNEL WEBSITE](#)

[CAREER RETENTION SPECIALIST](#)

**CLICK ON THE "G-1
ADJUTANT WEBSITE"**

AWARDS SUBMISSION

CORRESPONDENCE CHIEF	DSN 622-9312
CORRESPONDENCE CLERK	DSN 622-9589
CORRESPONDENCE CLERK	DSN 622-7534
VOTING	
VOTING OIC	DSN 622-0180
ASSISTANT VOTING OIC	DSN 622-9580
KV/FAMILY READINESS	
FAMILY READINESS OFFICER	DSN 622-9555
ASSISTANT FAMILY READINESS OFFICER	DSN 622-9554
KEY VOLUNTEER ADVISOR	DSN 622-9503
ADJUTANT POPULAR LINKS	
MARADMIN LINK	www.usmc.mil/maradmins/maradmin2000.nsf/maradmins
ALMARS LINK	www.usmc.mil/almars/almar2000.nsf/almars
DIVISION ORDERS LINK	
DIVISION AWARDS	SCROLL DOWN AND CLICK ON
VOTING LINK	"DIVISION AWARDS"
The above link will give you instructions how to fill out your FPCA and where in your home state to mail it too. When you open the website click on the "STATE BY STATE INSTRUCTIONS" on the left side, scroll down and find your state.	
Marine Corps Family Team Building	www.usmc-mccs.org/MCFTB/fa_te_build_main.html
FITREP INVENTORY LINK (CHECK TO SEE IF YOUR FITREP HAS POSTED)	FITREP SCHEDULE
MYPAY LINK	https://mypay.dfas.mil/mypay.aspx
COMMISSIONING PROGRAMS	https://web.mccr.usmc.mil/G3/Officer/welcome.htm
BACK	

AWARDS SUBMISSION

DIVISION AWARDS/ TAD

AWARDS

(CLICK ON MEDAL FOR AWARDS CRITERIA)

1

CLICK ON AN ICON TO SEE CRITERIA AND AN EXAMPLE OF EACH AWARD

2

[AWARDS LINK](#)

[RIBBON CHECKER LINK](#)

CLICK ON THE "AWARDS LINK" TO SUBMIT AN AWARD

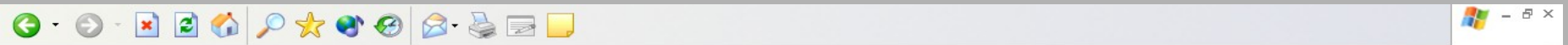
LOM MSM COM NAM OV CERTCOM



AWARDS SUBMISSION

NAVY-MARINE CORPS
ACHIEVEMENT MEDALS
(NMCAM)

AWARDS SUBMISSION



- Registration
- References
- Submit an Award
- Award Status
- CAR - HSM
- HQMC Awards Board
- Secretary of the Navy
- CMC Review
- GWOT
- KDSM
- OIF Stats
- Civilian Awards
- MMMA Points of Contact
- Other Related Sites
- Help
- Tutorial
- Privacy & Security Notice

CLICK REGISTRATION AND FOLLOW INSTRUCTIONS IF YOU DON'T HAVE A USERNAME AND PASSWORD. AFTER REGISTERING, CLICK ON "SUBMIT AN AWARD."

Military Awards Branch Home Page




Email Military Awards Branch

(This site is best viewed through Internet Explorer 5.0 or higher)

CLICK SUBMIT AN AWARD IF YOU ALREADY HAVE AN USERNAME & PASSWORD NEW You may now update your email address by clicking the Registration link... NEW

AWARDS SUBMISSION

The screenshot shows a web browser window with the address bar and various icons. The website header features the "Marines" logo on the left and a "Submit An Award" link on the right. Below the header, a text instruction reads: "Click on the ribbon for unit, CAR, or HSM submissions." A large black arrow points from the text "CLICK ON THE 'PERSONAL AWARDS' LINK" to the "Personal Award" link, which is underlined in blue. Below this, there are two rows of award ribbons and medals. The first row includes DM (Distinguished Merit), LM (Legion of Merit), MM (Marine Medal), NC (Navy Cross), NA (Navy Award), OV (Oval Medal), and CR (Crossed Ribbons). The second row includes PU (Purple Heart), NU (Navy Unit Citation), MU (Marine Unit Citation), HS (Honor Star), and SSDR (Service Star). Each award is represented by its corresponding ribbon and medal image.

Marines  [Submit An Award](#)

Click on the ribbon for unit, CAR, or HSM submissions.

[Personal Award](#)

CLICK ON THE "PERSONAL AWARDS" LINK

DM LM MM NC NA OV CR

PU NU MU HS SSDR

Click on the ribbon for unit, CAR, or HSM submissions

[Personal Award](#)



LM



MM



NA



OV



NU



HS



S

Connect to kuwait.manpower.usm... ? X



/manpower/mm/mmma

User name: 

Password:

☐ Remember my password

OK Cancel

**ENTER YOUR
USERNAME &
PASSWORD**


AWARDS SUBMISSION

https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/SSN?OpenForm&login - Microsoft Internet Explorer provided by 3D MA

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/SSN?OpenForm&login Go Links



Enter Marine's SSN

SSN: 012345678

has been recommended for the following:

If the Marine has already been recommended for the correct award and period, take no action by clicking the Cancel button.

If you want to recommend the Marine for another award, click OK.

OK Cancel

Note: The auto-population is now activated by clicking a hotspot above the SSN in Block 1. This feature will only work for U. S. Marine Corps personnel.

UNCLASSIFIED ONLY

1. The Marine Corps Electronic Awards Submission web site is not configured to accept or process classified awards. Do not submit classified awards to the electronic awards submission system.
2. If you are unsure if this award submission is classified, please contact your G/S-2.
3. If the award is classified it can be inducted for review and decision as a paper award as an exception to Marine Corps policy. A hard copy NAVMC 1650 with the appropriate command endorsements, summary of action and proposed citation can be sent to the address below.

Headquarters U.S. Marine Corps
Personnel Management Division MMA
3280 Russell Road
Quantico VA 22134-5103

4. Links to the appropriate references governing the transmittal of classified information are found below:

(a) [DOD 5200.1-R Chap 7](#)

(b) [MCO 2011.1 Rev 1000 2/11](#)

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AWARDS SUBMISSION

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Address <https://kuwait.manpower.usmc.mil/manpower/mm/mma/awards.nsf/1650x?OpenForm&login&SSN=012345678> Go Links

[Save](#) (Click here to save the 1650 as a draft) [Submit](#) (Click here to submit to next reviewer/endorser/approver) [Close](#) (Click here to return to the home page - your work will not be saved)

Need Help? [Help File](#) [Tutorial](#)

**** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED****

PREPARER'S EMAIL ADDRESS: **PLACE YOUR OKINAWA NIPR EMAIL ADDRESS HERE**

FORWARDING EMAIL ADDRESS:

CARBON COPY EMAIL ADDRESS:

COMMENTS:

FROM ADDRESS: **START PRINCIPAL (AC/S, G-1)**

TO (Awarding Authority) ADDRESS: **CG, 3D MARDIV**

14. EXP OF ACTIVE DUTY:

15. EST. DATE OF DETACHMENT/CEREMONY:

16. NEW DUTY STATION (Home address if separation anticipated): **JUST PUT "N/A"**

17. UNCLASSIFIED ADDRESS SOURCE:

18. DUTY ASSIGNMENT: **CLICK "IMPACT AWARD"**

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon):

20. RECOMMENDED AWARD: **TYPE "13001"**

21. SPECIFIC ACHIEVEMENT:

22. SIGNATURE:

23. DATE:

24. COMMAND POC EMAIL ADDRESS:

25. PHONE NUMBER: **PHONE # IN THE REAR**

26. SOCIAL SECURITY NUMBER: **FORM WILL POPULATE PERSONNEL INFO**

27. DESIGN/NEC/MOS:

28. NAME (Last Suffix, First MI):

29. COMPONENT (USMC, USMCR, etc.): **SELECT FROM DROP-DOWN MENU**

30. RANK:

31. WARFARE DESIGNATOR:

32. UIC/RUC:

33. RETIREMENT ☐

34. TRANSFER ☒

35. TERMINAL LEAVE ☐





36. IMPACT AWARD ☐


AWARDS SUBMISSION

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Address <https://kuwait.manpower.usmc.mil/manpower/mm/mmma/awards.nsf/1650x?OpenForm&login&SSN=012345678> Go Links

8. RECOMMENDED AWARD: ☐    

9. SPECIFIC ACHIEVEMENT (Impact Award): No 

10. ☐ HEROIC ☒ MERITORIOUS ☐ HEROIC POSTHUMOUS ☐ MERITORIOUS POSTHUMOUS ☐ MIA

11. NUMBER OF AWARD OF RECOMMENDED MEDAL: 1 **SELECT FROM DROP-DOWN MENU**


12. ACTION DATE/MERITORIOUS PERIOD: yy yy mm dd To: yy yy mm dd **DATES OF EXERCISE**

13. GEOGRAPHIC AREA OF ACTION/SERVICE: CONUS





20. PERSONAL AWARDS RECOMMENDED NOT YET APPROVED: None **SELECT "YES"**

21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: None

22. I certify the facts contained in the summary of action are: ☒ known to me ☐ a matter of record


NAME, GRADE, TITLE OF ORIGINATOR:  **DOUBLE CLICK WHEN COMPLETE**

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)

VIA COMMAND (to be completed by originator)	RECOMMENDED AWARD	COMBAT "Y/N"	SIGNATURE, GRADE	DATE FWD
1 		<input type="radio"/> YES <input checked="" type="radio"/> NO		
2		<input type="radio"/> YES <input checked="" type="radio"/> NO		
3		<input type="radio"/> YES <input checked="" type="radio"/> NO		

THE STAFF PRINCIPAL, IF NOT THE ORIGINATOR

24. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "Y/N"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE
	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO		

HQMC APS 1650 (EF)

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Document History:

[Click here for information on automating spellcheck.](#)

Summary of Action:

Citation:

FOR IMPACT AWARDS
BE SHORT AND
CONCISE. BULLETED
IS PREFERRED METHOD

CITATION CANNOT
BE MORE THAN
1,090
CHARACTERS (9
LINES)

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PERSONAL AWARD RECOMMENDATION

[Save](#) (Click here to save the 1650 as a draft) [Submit](#) (Click here to submit to next reviewer) [Close](#) (Click here to return to the home page - **your work will not be saved**)

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**** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS ****

PREPARER'S EMAIL ADDRESS:

FORWARDING EMAIL ADDRESS: [Search Email Addresses](#)

CARBON COPY EMAIL ADDRESS:

COMMENTS:

FROM ADDRESS:

COMMAND POC EMAIL ADDRESS: PHONE NUMBER: IF RETIREMENT, NUMBER OF YEARS:

1. SOCIAL SECURITY NUMBER: 2. DESIG/NEC/MOS: 14. EXP. OF ACTIVE DUTY:

[Click here to populate form \(for Marines only\)](#)

012345678

15. EST. DATE OF DETACHMENT/CEREMONY:

3. NAME (Last Suffix, First MI):

☐ RETIREMENT ☒ TRANSFER ☐ TERMINAL LEAVE ☐ IMPACT AWARD

4. COMPONENT (USMC, USMCR, etc.): 16. NEW DUTY STATION (Home address if separation anticipated):

5. RANK: ADDRESS:

6. WARFARE DESIGNATOR: 17. UNIT AT TIME OF ACTION/SERVICE: 18. DUTY ASSIGNMENT:

8. RECOMMENDED AWARD: 7. UIC/RUC: 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon):

9. SPECIFIC ACHIEVEMENT:

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**AFTER 1650 IS COMPLETE, CLICK
SUBMIT. ENSURE THAT THE G1
AWARDS EMAIL ADDRESS IS
CORRECT IN THE "FORWARDING
EMAIL ADDRESS" BLOCK.**

AWARDS SUBMISSION

■ OPENING LINES

- IMPACT NMCAM'S

- "FOR PROFESSIONAL ACHIEVEMENT"

- CERTCOM'S

- "FOR PROFESSIONAL ACHIEVEMENT"

- MERIT MASTS

- "FOR EXCEPTIONAL PERFORMANCE"
